

John & Edith
Symons 
RECREATION COMPLEX

1250 Symons Circle • Richland Center, WI 53581 • 608-647-8522 • info@symonsrec.com

Pool, Atrium, Facility, or Party Rental Agreement

(Circle the type of rental you are signing up for)

Thank you for choosing to have your event here at Symons Recreation Complex (SRC). We hope that the occasion provides happy memories for years to come.

As you plan for the rental, please note:

- Your rental period *includes the setup and breakdown time*. Please plan your decorating, and cleanup to begin and end within the rental period you chose. For example, if your birthday party runs from 1:30 to 4:30, please arrive no earlier than 1:30 and please plan on being out of the atrium **by** 4:30.
- The price quoted below is an hourly rate. You will be charged in 15-minute increments. You will be charged if you go beyond the rental period you agree to below. (Hourly rate, does NOT include the cost of swimming)
- Pizza Hut, and Subway (*Party Subs or Party Platters ONLY*) of Richland Center offer a 10% discount on food delivered to SRC. You **MUST** mention discount at time of purchase.
- No shoes or street clothes are allowed on deck. If you or any of your guests plan on being on the pool deck to watch the people in the pool, you must wear a swimsuit.
- A lifeguard will be on duty during all swim sessions. Children who cannot swim must have an adult in the pool with them at all times even if the child is wearing a float.
- All guests are required to be checked in at the front desk, some paperwork may need to be completed.
- If there is lightening, we are required to clear the pool for 15 minutes past the last lightening strike. We do not give refunds for weather-related swim delays.

In order for us to properly prepare for your guests, and to confirm your party, please fill out the following and return to SRC at the address below.

 Printed name: _____ Phone #: _____

Address: _____

E-Mail Address: _____ Preferred contact: US Post or Email

Name/Group rental is for: _____

Date of Rental: _____ Number of people invited: _____

Start Time (includes setup time): _____ End Time (includes cleanup/showers): _____

If Renting the Atrium, please Indicate if you are renting just half of the Atrium or the Full Atrium: _____

Special equipment needed (long tables, use of microwave, etc.) _____

Concerns/Comments: _____

Please sign here indicating your acceptance of the terms of this rental _____

If you have any questions prior to the party, please contact us at: (608) 647-8522

FOR OFFICE USE: Quoted Cost \$: _____

Receptionist: _____ Guard: _____ Receipt #: _____

Atrium Rental:

The atrium is rented on an hourly basis. Specific times have been set aside for these rentals, if you would like shorter or longer blocks of time, you must speak with the Front Desk for availability. An atrium rental includes the use of the atrium and the pool area (sauna and whirlpool). It does not include racquetball or weight room use. The hourly fee is in addition to day passes that must be purchased for all non-members utilizing the pool area. When you arrive, check-in at the front desk first before using the building. All guests must also be prepared to sign-in and complete registration forms. After all of your guests have arrived, meet with the receptionist, who will have calculated your total payment that is due.

Pool Rental:

The pool can be rented after regular business hours. It includes the use of the atrium and the pool area (sauna and whirlpool). Age requirements do apply during parties; children age 15 and under may not use the hot tub or sauna. Extra fees apply to large groups with more than 40 people. A pool rental does not include the use of the racquetball courts or the weight room. You are allowed to bring in party decorations and food in the atrium area only as long as everything is picked up before you leave.

Facility Rental:

The facility rentals are after our normal business hours. There must be a receptionist and lifeguard in the building. This type of rental includes the pool area, the use of the racquetball courts, (Wally-ball can also be set up), as well as the weight room. Age requirements do apply during parties. (No one under 14 years old can use or be in the weight room.) There is an extra fee for parties with more than 40 people.

Additional Information:

If there is Lightning, we are required to clear the pool for 15 minutes past the last lightning strike. We do not give refunds for weather-related swim delays.